

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of 3
Schedule # 98-0055
Effective Date: 07/05/00

<i>(Agency use)</i>		<i>(Archives use)</i>	
Date:	July 05, 2000	Date Received:	July 05, 2000
Control No.:	98-0055	Agency Code:	0484
		Control No.:	

Applicant: Department of Transportation

Address: #2 Capitol Sq. Atlanta, Ga. 30334

Phone: 404-656-5214

FAX: 404-463-7071

Email:

**Creating
Office:** District Offices

Address: Gainesville, Cartersville, Chamblee
Thomaston, Tennille, Tifton and Jesup

Phone:

FAX:

Email:

Administrator: Charles Law

Phone: 404-656-5214

FAX: 404-463-7071

Email:

Application Type: Amended

Class: Individual DOT

Series Title: As Built Highway Project Plans

Dates of Series: 1968 - (Ongoing)

Access: open

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 2 of 3
Schedule # 98-0055
Effective Date: 07/05/00

**Function
Documented:**

To maintain the official copies of the marked up as built construction plans on all construction projects on the State Highway System and all major projects constructed off the State Highway System for which the Department has provided funding and construction supervision.

Projects which are categorically excluded for this requirement are:

- A. Resurfacing projects built according to plans without any additions, deletions, or modifications;
- B. Projects let and built without plans;

Within 90 days following the District's receipt of the final statement of an affected project, the District Construction Engineer(s) shall retain a "marked up" set of construction plans.

The "marked-up" plans and the modified sepia or print set are to indicate in red ink all of the following items which may be applicable to a particular project:

- A. Alignment or grade changes;
- B. Drainage changes - location, flow line, structure size, etc
- C. Surface changes - ditch paving, under drain pipe, curbs, sidewalks, etc.;
- D. The alternate construction method or item chosen where the original plans Offered alternatives;
- E. Bridge - footing elevations, type footing;
- F. Changes in guard rail location;
- G. Typical section changes.

These documents are used in construction litigation, tort claims and for use as a reference for any future modification of a particular bridge or roadway.

Consists of: The hard copy of the marked up Highway Project Plans

Media: Paper

Arrangement: Numerically by Project Number

Indexed by: Project Number and Page Number

**Retention
Requirement:**

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 3 of 3
Schedule # 98-0055
Effective Date: 07/05/00

Federal Law or Regulation: Code of Federal Regulations Title 49, Volume 1, Part 1
(Cite 49 CFR 18) 3 years -

Administrative Need: Permanent

These plans are used in tort claims, construction claims and when the Project is being revised.

Total Retention: Permanent

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Charles Law 7/5/00
Charles Law, Director of Field Offices Date

Concur: Thomas L. Turner 7/5/00
Tom Turner, Preconstruction Division Director Date

Submitted by: Martha B. Lamb 7/05/00
Martha B. Lamb, Records Management Analyst Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: Dona B. Behe 10/30/00
Secretary of State Designee Date

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 1 of
Schedule # 98-0055
Effective Date: 08/07/98

(Agency use)		(Archives use)	
Date:	July 2, 1998	Date Received:	July 1, 1998
Control No.:	98-123	Agency Code:	0484
		Control No.:	980701-01

Applicant: Department of Transportation

Address: #2 Capitol Sq. Atlanta, Ga. 30334

Phone: 404-656-5408
FAX: 404-657-0653
Email:

**Creating
Office:** District Offices

Address: Gainesville, Cartersville, Chamblee
Thomaston, Tennille, Tifton and Jesup

Phone:
FAX:
Email:

Administrator: Larry Seabrook

Phone 404-656-5408
FAX 404-657-0653
Email

Application Type: New

Class: Individual DOT

Series Title: As Built Highway Project Plans

Dates of Series: 1968 - (Ongoing)

Access: open

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 2 of
Schedule # 98-0055
Effective Date: 08/07/98

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Consists of: The hard copy of the marked up Highway Project Plans

Media: Paper

Arrangement: Numerically by Project Number

Indexed by: Project Number and Page Number

Retention Requirement:

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

Sheet: 3 of 3
Schedule #: 98-0055
Effective Date: 08/07/98

Federal Law or Regulation: Code of Federal Regulations Title 49, Volume 1, Part 1
(Cite 49cfr 18) 3 years

Administrative Need: 30 Years

These plans are used in tort claims, construction claims and when the Project is being revised.

Total Retention: 30 Years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:

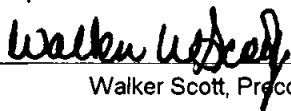


Larry Seabrook, Operations Division Director

Date

8/3/98

Concur:



Walker Scott, Preconstruction Division Director

Date

8/03/98

Submitted by:



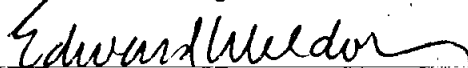
Martha B. Lamb, Records Management Analyst

Date

8/3/98

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:



Edward Weldon, Secretary of State Designee

Date

10/22/98